

Message Text

PAGE 01 STATE 059919
ORIGIN OPR-02

INFO OCT-01 EA-10 ISO-00 A-01 USIE-00 SY-05 PA-01
USSS-00 SS-15 NSCE-00 OC-06 CCO-00 CPR-01 SSO-00
/042 R

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FM SECSTATE WASHDC

TO AMEMBASSY BANGKOK IMMEDIATE

AMEMBASSY JAKARTA IMMEDIATE

AMEMBASSY MANILA IMMEDIATE

AMEMBASSY CANBERRA IMMEDIATE

AMEMBASSY WELLINGTON IMMEDIATE

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E.O. 11652: N/A

TAGS:OVIP (MONDALE, WALTER)

SUBJECT:ADMINISTRATIVE SUPPORT REQUIREMENTS FOR VICE
PRESIDENTIAL VISIT

1. THE FOLLOWING GUIDELINES ARE PROVIDED TO FACILITATE
ADMINISTRATIVE SUPPORT FOR THE ADVANCE AND ACTUAL VISIT.
THIS MESSAGE HAS BEEN CLEARED WITH USIA.

A. ALL USG PERSONNEL AND AVAILABLE RESOURCES ARE TO BE
USED IN SUPPORT OF THE VISIT.

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PAGE 02 STATE 059919

B. EVERY EFFORT SHOULD BE MADE TO OBTAIN VEHICLES AND
EQUIPMENT TO ADEQUATELY SUPPORT VISIT FROM USG OR HOST
GOVERNMENT SOURCES. RENTALS MUST BE KEPT TO AN ABSOLUTE
MINIMUM. BUSES SHOULD BE USED TO MOVE SUPPORT PARTY TO
AND FROM AIRPORT AND AS PRACTICAL. RENTAL VEHICLES FOR
USSS AND WHCA ARE TO BE PAID BY POST AND CHARGED TO ALLOT-
MENT 2034. OTHER RENTAL VEHICLES ARE TO BE PAID BY POST
AND CHARGED TO POST ALLOTMENT.

C. HOTEL EXPENSES:

1. POSTS SHOULD PAY HOTEL ROOM COSTS FOR VICE PRESIDENT'S STAFF (INCLUDING PRESS STAFF, BUT NOT WORKING PRESS), NSC

STAFF, US SECRET SERVICE, WHCA, STATE AND MILITARY AIDES (BUT NOT AIR FORCE II CREW). ROOM COSTS FOR V.P. PRESS STAFF, IF ANY, SHOULD BE CHARGED TO USIS ALLOTMENT. USIS POSTS SHOULD ADVISE USIA WASHINGTON OF ACTUAL COSTS FOR LATER REIMBURSEMENT. FOR OTHERS (EXCEPT USSS AND WHCA) FISCAL DATA (COPIES OF TRAVEL ORDERS) WILL BE PROVIDED BY THE STATE ADMINISTRATIVE COORDINATOR. ROOM CHARGES FOR USSS AND WHCA WILL BE CHARGED TO ALLOTMENT 2034. THESE BILLS SHOULD BE FORWARDED TO THE DEPARTMENT, OFFICE OF FINANCIAL SERVICES, ATTN: REVENUE AND RECEIPTS UNIT, UNDER COVER FS-477.

2. CONTROL ROOMS, OFFICES AND EQUIPMENT AND SUPPLIES REQUIRED ARE TO BE CHARGED TO POST ALLOTMENT, WITH EXCEPTION THAT OFFICE CHARGES FOR USSS AND WHCA ARE CHARGED TO ALLOTMENT 2034.

3. MEMBERS OF ADVANCE PARTY AND PARTY FOR ACTUAL VISIT LIMITED OFFICIAL USE
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PAGE 03 STATE 059919

FOR WHOM POSTS ARE PAYING BASIC ROOM COST PER ITEM C.1 ABOVE, WILL BE TRAVELING ON GOVERNMENT TRAVEL ORDERS AND RECEIVING 50 PERCENT PER DIEM. HOTELS SHOULD PREPARE SEPARATE BILLS FOR ALL PERSONAL EXPENSES (I.E. MEALS, ROOM SERVICE, LAUNDRY, PHONE CALLS) WHICH WILL BE PAID BY INDIVIDUAL MEMBERS OF PARTY PRIOR TO DEPARTURE.

4. MEMBERS OF THE PRESS AND AIR FORCE II CREW WILL HANDLE ALL HOTEL COSTS ON THEIR OWN.

5. STATE WILL PAY HOTEL AND BAGGAGE GRATUITIES FOR OFFICIAL PARTY AND SUPPORT STAFF (NOT FOR PRESS AND CREW). HOWEVER, ALL REQUIREMENTS MUST BE CLEARED WITH STATE ADMINISTRATIVE COORDINATOR TRAVELING WITH PARTY.

6. NO INDIVIDUAL OTHER THAN THE STATE ADMINISTRATIVE COORDINATOR ACCOMPANYING PARTY HAS ANY AUTHORITY TO CHARGE OR OBLIGATE STATE DEPARTMENT FUNDS. HE MUST APPROVE ALL EXPENDITURES IN ADVANCE.

D. AMERICAN AND LOCAL OVERTIME, PRINTING, SUPPLIES, ETC., INCIDENT TO THE VISIT IS TO BE CHARGED TO POST ALLOTMENT.

E. ARRANGEMENTS FOR USG EMPLOYEES TDY'D TO POST DURING VISIT MUST HAVE THE APPROVAL OF THE REGIONAL BUREAU EXECUTIVE DIRECTOR AND COSTS WILL BE BORNE BY THE REQUEST-

ING POST.

2. ACCOMMODATIONS:

A. FOR MANILA AND JAKARTA: WOULD APPRECIATE RECOMMENDATION ON BEST HOTEL FROM POINT OF VIEW OF APPROPRIATE ACCOMMODATIONS, CONFIGURATION OF ROOMS, LOCATION CONVENIENT TO SCHEDULED EVENTS, SECURITY, ETC.

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PAGE 04 STATE 059919

B. FOR ALL ADDRESSEES; HOTEL ROOMS WILL BE REQUIRED DURING VISIT FOR APPROXIMATELY 75 PERSONS. THESE INCLUDE 2 BEDROOM SUITE FOR VICE PRESIDENT, MRS. MONDALE, AND MONDALE SON; 30 ROOMS FOR REMAINDER OF TRAVELLING PARTY AND STAFF ADVANCE; 30 ROOMS FOR SECRET SERVICE; 2 DOUBLE ROOMS FOR WHCA; AND 8 ROOMS FOR PRESS TRAVELLING WITH THE VICE PRESIDENT. ROOMS FOR TRAVELLING PARTY AND STAFF ADVANCE SHOULD BE ON SAME FLOOR AS SUITE, AND CONTIGUOUS FLOORS IF NECESSARY. ROOMS FOR SECRET SERVICE, WHCA, AND PRESS SHOULD BE ON SEPARATE FLOORS FROM SUITE. INCLUDED IN ABOVE TOTALS ARE 3 ROOMS FOR STAFF ADVANCE, 5 ROOMS FOR SECRET SERVICE, AND 2 DOUBLE ROOMS FOR WHCA WHICH WILL BE NEEDED FOR 10 DAYS PRIOR TO AND INCLUDING VISIT.

C. PREFERRED CONFIGURATION IS TO SET UP VP SUITE AT THE END OF A CORRIDOR. SUITE SHOULD INCLUDE A SITTING ROOM APPROPRIATE FOR HOSTING VISITORS AND 2 BEDROOMS. TRAVELLING STAFF SLEEPING ROOMS SHOULD BE ADJACENT TO SUITE ALONG SAME HALLWAY.

D. ROOM ASSIGNMENTS SHOULD BE FINALIZED BY THE ADVANCE TEAM. PLEASE PROVIDE ROOM ASSIGNMENTS TO DEPARTMENT SLUGGED FOR A/O AS EARLY AS POSSIBLE. BAGS WILL BE PREMARKED ON ARRIVAL.

E. MEMBERS OF PARTY ARE TO BE PRE-REGISTERED AND KEYS PLACED IN DOORS.

F. NO FLOWERS, BEVERAGES, ETC. (INCLUDING COMPLIMENTARY) ARE TO BE PROVIDED TO PARTY.

3. OFFICES, SUPPLIES AND EQUIPMENT FOR ACTUAL VISIT:

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PAGE 05 STATE 059919

A. ALL OFFICE REQUIREMENTS WILL BE FINALIZED BY THE ADVANCE TEAM.

B. FOUR WORKING OFFICES WILL BE LOCATED ON SAME FLOOR AS SUITE, INCLUDING SECRET SERVICE COMMAND POST, VP STAFF OFFICE, NSC OFFICE, AND SUPPORT STAFF OFFICE. THESE SHOULD NOT BE ADJACENT TO SUITE.

C. VP STAFF OFFICE SHOULD INCLUDE EXTENSION TELEPHONE LINES (ARRANGED BY WHCA), TWO DESKS, ONE IBM SELECTRIC TYPEWRITER AND OFFICE SUPPLIES.

D. NSC OFFICE (ADJACENT TO VP STAFF OFFICE) SHOULD INCLUDE EXTENSION TELEPHONE LINES (TO BE ARRANGED BY WHCA), TWO DESKS, ONE IBM SELECTRIC TYPEWRITER, OFFICE SUPPLIES AND COPYING FACILITIES.

E. SUPPORT STAFF OFFICE (ADJACENT TO NSC OFFICE) SHOULD INCLUDE EXTENSION TELEPHONE LINES, TWO DESKS, TWO IBM SELECTRIC TYPEWRITERS AND STANDS, ONE BEST AVAILABLE COPIER, OFFICE SUPPLIES, FORMS, EMBASSY PHONE BOOKS, DIPLOMATIC LISTS, ETC. OFFICE SHOULD BE STAFFED ON 24 HOUR BASIS BY ONE EMBASSY OFFICER AND ONE TOP-SECRET CLEARED SECRETARY. TWENTY FOUR HOUR COURIER SERVICE WILL BE REQUIRED TO LINK THIS OFFICE WITH THE EMBASSY COMMUNICATIONS CENTER.

F. ABOVE OFFICES (3 C, D AND E) SHOULD BE CO-LOCATED IN SUCH A WAY AS TO PERMIT 24 HOUR COVERAGE OF THESE OFFICES BY ONE MARINE SECURITY GUARD.

G. AN EMBASSY VISITOR/INFORMATION CENTER SHOULD BE ESTABLISHED ON SEPARATE FLOOR FROM SUITE TO PROVIDE CURRENCY EXCHANGE, SALE OF SUNDRIES, WRAPPING FACILITIES, POSTAL SERVICES AND GENERAL INFORMATION. MOTOR POOL MAY LIMITED OFFICIAL USE
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PAGE 06 STATE 059919

BE OPERATED FROM THIS ROOM IF NOT OTHERWISE ARRANGED. EMBASSY CENTER MUST BE MANNED ON TWENTY-FOUR HOUR BASIS. CENTER SHOULD BE SEPARATE FROM ANY FACILITIES PROVIDED FOR ACCOMPANYING PRESS.

4. BAGGAGE AND LOGISTICS:

A. PLEASE PROVIDE ONE STATION WAGON REQUIRED FOR TRANSPORTING LUGGAGE OF VICE PRESIDENT (LUGGAGE WILL BE ESCORTED BY USSS AND OFF-LOADED FRONT RAMP OF AIRCRAFT).

B. ONE THREE QUARTER TON OR CARRYALL TYPE VAN UNDER MSG SURVEILLANCE FOR TRANSPORT OF CLASSIFIED MATERIALS. THERE WILL BE AN ESCORT OFFICER FROM THE AIRCRAFT TRAVELING WITH THE CLASSIFIED. SEE SEPTTEL FOR DETAILS ON SECURITY OF CLASSIFIED MATERIALS.

C. ONE CLOSED OR COVERED TWO AND ONE HALF TON TRUCK WITH HANG-UP FACILITIES FOR REMAINDER OF STAFF, VI., AND TRAVELLING PRESS LUGGAGE WITH EMBASSY AMERICAN OR LOCAL EMPLOYEE ESCORT. THERE WILL BE AN ESCORT OFFICER FROM THE PARTY TO ESCORT BAGGAGE.

5. SHOT RECORDS:

PLEASE ADVISE IF SHOT RECORDS ARE REQUIRED.

6. GIFTS AND THANK YOU LETTERS:

A. THE VP PREFERS TO KEEP EXCHANGE OF GIFTS TO THE ABSOLUTE MINIMUM. IF THE HOST GOVERNMENT HAS NO OBJECTION THERE IS NO NEED FOR ANY GIFT EXCHANGE. PLEASE ADVISE IF POSSIBILITY EXISTS THAT GIFTS WILL BE PROFERRED AND BY LIMITED OFFICIAL USE
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PAGE 07 STATE 059919

WHOM.

B. IF NECESSARY, REQUEST EMBOFF BE DESIGNATED HANDLE GIFTS (HOST GOVERNMENT AND PRIVATE INDIVIDUALS) TO VP AND OFFICIAL PARTY. GIFT FORMS AND SPECIFIC DETAILS WILL BE PROVIDED UPON ARRIVAL. FOR SECURITY REASONS, GIFTS, FLOWERS, ETC., SHOULD NOT BE ACCEPTED BY HOTEL PERSONNEL, EMBASSY VISITOR/INFORMATION CENTER, VP SUITE OR EMB RESIDENCE. AN AREA FOR THIS FUNCTION SHOULD BE COORDINATED AND ARRANGED BETWEEN EMBASSY AND USSS ADVANCE.

C. REQUEST EMBOFF PREPARE BRIEF DRAFT THANK YOU LETTERS (FOR VP SIGNATURE) TO SENIOR HOST GOVERNMENT OFFICIALS AND OTHER PRIVATE INDIVIDUALS WHO HAVE PROVIDED SIGNIFICANT ASSISTANCE, HOSPITALITY, ETC. IN CONNECTION WITH VISIT. DRAFT LETTERS SHOULD BE GIVEN TO PENNY MILLER UPON ARRIVAL. LETTERS WILL BE COMPLETED BY VP STAFF, SIGNED AND RETURNED TO ADMIN OFFICER PRIOR TO DEPARTURE.

7. IDENTIFICATION TAGS:

A. DEPARTMENT POUCHING IDENTIFICATION CARDS TO BE WORN BY POST PERSONNEL INVOLVED IN SUPPORTING VISIT.

B. THESE CARDS WILL PERMIT IDENTIFICATION OF EMBASSY PERSONNEL BUT WILL NOT RPT NOT GUARANTEE ACCESS TO SECURE AREAS DURING VISIT.

C. GREEN CARDS TO BE WORN BY AMERICAN PERSONNEL.
BEIGE CARDS TO BE WORN BY NON-AMERICAN PERSONNEL.

VANCE

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Message Attributes

Automatic Decaptioning: X
Capture Date: 26 sep 1999
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 08 mar 1978
Decaption Date: 01 jan 1960
Decaption Note:
Disposition Action: RELEASED
Disposition Approved on Date:
Disposition Case Number: n/a
Disposition Comment: 25 YEAR REVIEW
Disposition Date: 20 Mar 2014
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1978STATE059919
Document Source: ADS
Document Unique ID: 00
Drafter: A/O:HCRODGERS:PMH
Enclosure: n/a
Executive Order: N/A
Errors: n/a
Expiration:
Film Number: D780105-0208
Format: TEL
From: STATE
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1978/newtext/t197803126/baaafcaq.tel
Line Count: 276
Litigation Code IDs:
Litigation Codes:
Litigation History:
Locator: TEXT ON-LINE, TEXT ON MICROFILM
Message ID: fa685ebb-c288-dd11-92da-001cc4696bcc
Office: ORIGIN OPR
Original Classification: LIMITED OFFICIAL USE
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 6
Previous Channel Indicators:
Previous Classification: LIMITED OFFICIAL USE
Previous Handling Restrictions: n/a
Reference: n/a
Retention: 0
Review Action: RELEASED, APPROVED
Review Content Flags:
Review Date: 02 may 2005
Review Event:
Review Exemptions: n/a
Review Media Identifier:
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
SAS ID: 3165920
Secure: OPEN
Status: NATIVE
Subject: ADMINISTRATIVE SUPPORT REQUIREMENTS FOR VICE PRESIDENTIAL VISIT
TAGS: OVIP, (MONDALE, WALTER)
To: BANGKOK JAKARTA MULTIPLE
Type: TE
vdkgvwkey: odb://SAS/SAS.dbo.SAS_Docs/fa685ebb-c288-dd11-92da-001cc4696bcc
Review Markings:
Sheryl P. Walter
Declassified/Released
US Department of State
EO Systematic Review
20 Mar 2014
Markings: Sheryl P. Walter Declassified/Released US Department of State EO Systematic Review 20 Mar 2014